



Gary J. West
Building Official

DATE: 7/1/2003
TO: All Business Owners
FROM: Gary J. West, Chief Building Official
SUBJECT: Businesses moving in to available tenant spaces, or change of ownership.

Businesses moving in to tenant spaces in the City of San Bruno are required to obtain Building Permits for tenant improvements and/or compliance inspections. Building Permits are required to verify that the existing condition of the building and surrounding areas are in compliance with the current Building Codes and City Ordinances. The condition of the structure and integrity of the building may have changed over a period time or due to tenant's activity moving in and out.

The fee for a "Tenant Improvement Permit" is based on the valuation of work being done and may require A.D.A. (American with Disability Act) accessibility requirements be met.

The fee for a "Business Compliance Inspection" is \$164.97. This Permit is to verify that no "Hazardous" conditions exist in the tenant spaces and that occupancy separations are maintained in good condition.

A Certificate of Occupancy shall be issued after the Building Inspection, Community Development, and Fire Department have granted approvals for the "Tenant Occupancy".

The "Certificate of Occupancy" shall be displayed in a conspicuous area (typically with the City Business License) and shall not be removed per Section 109.6 of the 2001 California Building Code.

Gary J. West C.B.O.
Chief Building Official
City of San Bruno

(Revised 11/5/2003)



Application for Certificate of Zoning Conformance

Planning Department Use ONLY	
Date Submitted: _____	Approved: Yes _____ No _____
Date: _____	Signed: _____

Applicants Information

Name: _____ Phone: Work _____

Mailing Address: _____ Phone: Home _____

If agent, indicate client name if different from owner: _____

Property Information

Address where business will take place: _____

Assessor's Parcel Number (APN): _____ Zoning: _____

Property Owner's Name: _____ Daytime Phone: _____

Property Owner's Address: _____

Previous use of this property: _____

Business Information

What is the name of the business? _____

Description of the proposed business: If it is not obvious from the name, please tell us what the business is, it's product, and how it will work _____

Hours and days business will be open to the public: _____

Number of employees: _____ Where will they park? _____

Will new signs be placed on the property? Yes _____ No _____

Do you plan any new construction or remodeling on the property interior? Yes _____ No _____

Exterior? Yes _____ No _____ If yes, please describe: _____

I, the undersigned applicant, hereby apply for a Certificate of Zoning Conformance as set forth in the above information, and I certify that the above information, to the best of my knowledge, is true and correct.

Signature: Applicant

Date

Signature: Property Owner/Property Manager

Date